

**RAJA NARENDRA LAL KHAN WOMEN'S COLLEGE
(ATONOMOUS)**

CAREER ADVANCEMENT CENTRE

Syllabus for

Certificate Course in Soft Skill

Course Hours:30

UNIT -1: Communication Skill

- i) Extempore
- ii) Group Discussion
- iii) Public Speaking
- iv) Intonation and Voice Modulation

UNIT -2: Body Language and professional writing

- i) Emotional Intelligence
- ii) Grooming
- iii) Time Management
- iv) Haptics, Kinesics and proxemic

UNIT -3: Creative Thinking and Professional Writing

- i) Illustration of One's Own Critical Thinking
- ii) Preparation of Bio-data , Resume and CV

UNIT-4: Self Management and personality Development

- i) Motivation
- ii) Positive Attitude
- iii) Image Building

UNIT -V: Interview Skills